

INTRASTATE TRANSFER

.03 SENDING AGENT'S RESPONSIBILITY

When a client requests permission to move to a new area, the agent of record must review the plan to determine its merit. If the agent decides that the plan merits transfer, supervisory approval must be secured prior to allowing the offender to leave.

No client should be allowed to reside in any other area without prior notification to the receiving area. The sending agent shall contact the receiving unit supervisor or designee, advising of the client's planned presence in the new area and requesting reporting instructions. The receiving office has the option of granting reporting instructions or indicating that upon receipt of the file, the receiving office will contact the client to set up an appointment.

The sending agent shall contact the DCC office in the county nearest the proposed residence. In counties with multiple offices, the agent should contact the regional intake coordinator as designated in the DCC directory for each region.

Any intrastate transfer of sex offender or enhanced supervision cases should include detailed consultation between the unit supervisors involved with the transfer before it is implemented. In addition, consultation should be considered for cases with an opiate history flag or those involved in Medication Assisted Treatment Programs. If MAT is unavailable in the receiving area, the Opioid Advisory Team may be consulted. Finally, sending units must use discretion with high profile or victim sensitive cases in regard to advance consultation with the receiving unit.

Residence investigations in advance of the client moving are required on sex offender cases and may not be required by the receiving office prior to transfer for other types of cases.

The sending agent must communicate the reporting instructions provided by the receiving agent or supervisor to the offender prior to the offender's leaving. The sending office is responsible for maintaining a record of where files are sent.

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Within five (5) days of receiving reporting instructions:

- The file will be brought up to date;
- A transfer summary, documenting reporting instructions, will be entered into COMPAS_general notes;
- COMPAS notes will be brought up to date.
- Rules of supervision shall be reviewed to ensure modified special rules are up to date and relevant based on the case dynamics. Review of special rules entered into Cautionary Information shall occur to ensure continued relevancy.
- Electronic files (H: and G: drive files only) for clients who are transferring should be printed and placed in the file prior to the file being sent to the receiving unit. The electronic files for those clients may also be forwarded via e-mail to the receiving agent but then must be deleted from the sending agent's group folder.
- If the SLR is due within 30 days of the transfer the sending agent will complete prior to transfer.

The sending agent retains responsibility for the determination of court-ordered financial obligations. If a case is within 120 days of discharge, the sending agent is responsible for obtaining any necessary extensions of the supervision.

The file will be routed to the supervisor for approval. The supervisor shall enter a COMPAS note indicating that the file has been reviewed and approved for transfer. If approved, the supervisor will route the file to the OOA for sending to the new area. The OOA will send notification to the status keeper for their unit indicating which unit will be receiving the transfer request.

For clients that have an electronic case file, the sending office contacts the receiving office with the client identifiers (DOC#, PID#, First/Last name) to transfer case file.

.07 TRANSFER SUMMARY FORMAT

The transfer summary shall contain the following headings:

- Current, active cases
- New Residence
- Full address, apartment number, and zip code
- Telephone
- Other occupants of residence and relationship to offender
- Directions (if rural)

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- Employment and/or School (include hours of work/school)
- Reasons for Transfer
- Reporting Instructions
- Summary of Supervision Activity
- Summary of violations
- Referral results/needs (must specify any current involvement in treatment or programming to maintain continuity of care, including MAT)
- Unresolved problems
- Court-ordered Financial Obligation - Current status and payment plan
- Supervision Fees - Current status and payment plan
- Any other relevant information (i.e. Specialty Agent need, LEP, SO flag, Cautionary Opiate History flag, etc)